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T/V/W-5  
14 January 1965

UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

TASK TEAM V - BIOGRAPHICS

Minutes of the Fifth Meeting, 7 January 1965

Members or Their Representatives Present

25X1A CIA - Mr. [REDACTED] rman  
- Mr. [REDACTED]  
DIA - Mr. [REDACTED]  
STATE - Mr. Mitchell Stanley  
- Mr. John Noonan  
NAVY - Mr. Marvin E. Van Dera  
25X1A ARMY - Mr. [REDACTED]  
NSA - Mr. [REDACTED]  
- Mr. Franklin W. Hook  
AIR FORCE - Lt. Col. Edmund M. Manning  
- Maj. Louis A. Gomes  
I&NS - Mr. John L. Keefe  
FBI - Mr. Earl W. McCoy  
SS - Mr. Frank S. Stoner  
CSC - Mr. Pearley G. Buck  
25X1A CSS - Mr. [REDACTED] Secretary

Others Present

None

25X1A 1. The minutes of the previous meeting were approved with a notation for the record that [REDACTED] name should read [REDACTED] 25X1A

2. The team next considered a revised Terms of Reference that had been prepared by the Chairman after consultation with the DIA CODIB representative. The new Terms of Reference combined and restated with minor changes paragraph B 1 & 2 of the Terms of Reference as considered by the

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Group I  
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last CODIB meeting. In addition, a more descriptive paragraph was provided for paragraph B 3 a, a minor change was made in paragraph B 3 d and paragraph B 3 j concerning the age of files was added. The team considered these various changes and accepted the rewritten paragraphs B 1 & 2 as B 1. It also accepted the change in paragraph B 3 a and the substitution in paragraph B 3 d of the word "requesters" for the word "users". After consideration, the team agreed to strike the proposed paragraph B 3 j concerning the age of files subject to consideration by CODIB members at their next meeting. The draft, attached hereto, will be submitted to CODIB for its consideration at its next meeting.

3. The team next considered in detail the information provided by each member concerning the biographic index facts. A tally sheet, prepared by the Secretary, listing items 1 through 13 (as listed in paragraph 5 of the last minutes) was provided to each member. Consideration was given to these points column by column. The members agreed upon certain definitions for the purposes of this report. Comments and definitions thought useful have been drafted (Attachment A) for further consideration.

4. The team gave considerable attention to the definitions in the attachment, and concern was displayed by some as to the availability and accuracy of the figures being developed. It was pointed out by the Chairman that these figures could and should not be a product of extensive surveys but, rather, informed estimates for the purpose of determining the magnitude of index system activities. It was further pointed out that these rather elementary determinations will have to be made in any event in much greater detail by the individual agencies if plans progress for internal system automation. After some discussion on this subject, it was agreed that in some cases the members may wish to check some of the information supplied in line with the now agreed upon definition of the various reporting elements. These corrected figures will be called into the Secretary who will then prepare (in time for the next meeting) a corrected biographic index fact chart.

5. The Chairman next requested a report from the members on the descriptive material of the rules that are followed by the various agencies for the card preparation, sequencing and look-up of names. Several of the members provided a written response, several others made a few verbal comments but it was agreed by the team that insufficient structuring of this request had resulted in no-response being given by some of the members. After discussion it was then agreed that the members would respond to a specific list of questions in this area.

6. The members were provided a list of the background reports that have been provided to the Task Team members to date. This list is provided in attachment B to the minutes. It is planned to continue providing members with this type of information in the hope that the substantive

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and procedural information found in these reports will be of use in the members' agencies in both internal development of their biographic systems as well as an increase in the understanding of the possible inter-agency biographic activity improvements.

7. The Chairman reviewed the Team responses on the submission of the cost and personnel figures as requested in the second meeting, paragraph 7 a. The Chairman explained that he was fully aware, as certainly other Team members are, that this information may be difficult to obtain and perhaps rather sensitive in nature. He reassured the Team that the information would be collected only for the purposes of being combined in a general over-all set of figures to be reported to CODIB and that individual figures would not be passed to the other members on the Team or to CODIB. A questionnaire is attached to assist the members. The information will be held by the Secretary of the Team and used only in the manner discussed above by the Chairman. With this proviso, the Chairman again requested those members that have not yet reported these figures to do so by the next meeting and if they have any difficulty in this area, to check with their CODIB principal to obtain management assistance and understanding in this area.

8. The Team reviewed possible steps to be taken regarding tours, a review symposium and technical briefings. Regarding the tours, several suggestions were considered, such as a visit to [REDACTED]

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[REDACTED] It was decided to visit the Driver's Registration Program in Washington and the Secretary was requested to arrange such a visit. The Chairman suggested that the group consider meeting for a 2-day period in the near future at a CIA out of town [REDACTED] site where a concentrated series of briefings might be arranged by appropriate experts in the field of biographics. This suggestion was received favorably and more definite plans for this will be made at the next meeting which was scheduled for 0930 hours on 25 January 1965 (rather than 21 January as announced) at CIA Headquarters in Room 2E62.

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[REDACTED]  
Secretary

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Enclosures:

Attachment A  
Attachment B  
Questionnaire

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COST AND MANPOWER ESTIMATES - NAME SEARCHING

QUESTIONNAIRE

PERSONNEL

1. The number of people involved in maintaining and searching the index records. This includes personnel performing the following functions, as applicable in each case.

(1) Typist who prepare new index records, updating, and purge records. That is, people who key information directly relating to the content of the index, including typewriter operators, flexowriter operators, keypunchers, key verifiers.

(2) Personnel engaged in ordering, contributing, or marking data prior to keying (typing, punching).

(3) personnel engaged in sorting, filing, and purging cards in manual systems.

(4) personnel who make copies of cards to send to users.

(5) personnel who search index records in response to name trace requests.

(6) Supervisory personnel related to above. (Not to include the personnel working with documents and dossiers as a result of index searches.)

2. The annual personnel cost, combining all the operations in paragraph 1 above. The personnel cost should reflect the annual cost to the Government, not simply the average salary all personnel combined, if this can be estimated. For example, average annual salary plus whatever overhead factor is used by each Agency's administrative component to account for leave, other benefits, cost of recruitment, security investigations, etc., should be used in estimating the over-all personnel cost.

MACHINES

3. Annual rental of EAM or EDP equipment used for index processing, or purchased equipment amortized on a 7-year basis. Only that equipment used for actual index operations today, not that used only for conversion to an as yet non-operational machine system. Include typewriters, keypunch machines, flexowriters, communications equipment.

4. Reproduction equipment (xerox, thermofax, etc.), rented or purchased (7-year amortization).

**SUPPLIES**

5. Annual cost of card stock, forms, magnetic tape, paper.
6. Filing equipment - card cabinets, safes, magnetic tapes or other devices used to physically store index records.

**SPACE**

7. Amount (sq. ft.) of space required for index operation including input area, space for index records, related machinery.

**PROJECTION**

8. Project total cost increase or decrease each year over next three years.

**Comments and Definitions of Elements**  
**on Task Team 5 Biographic Index Fact Sheet**

1. The index size refers to the actual number of index records (3 x 5 cards, IBM cards, logical records on magnetic tape, etc).
2. The type of index record would include whether it is a 3 x 5 card, 5 x 8 card, IBM card, on magnetic tape, in document form, etc.
3. The increase per year is the best possible estimate based on the next three years of the yearly change in the number of the index records in the index.
4. A multiple reference card is one which leads to more than one dossier, document, etc. by some reference mechanism such as a number.
5. The emphasis in this definition is on the word "predominately" with the understanding that probably all indexes being considered are mixed to some degree. The purposes of this item is to indicate in general terms whether United States or foreign type names constitute the bulk of the index.
6. After some discussion it was agreed that there should be a definite separation between the positive intelligence (PI), counter-intelligence (CI) and security (S) type indexes. For the purposes of this Task Team a positive intelligence index is information on the personalities who are of general interest to the intelligence community. A counterintelligence index contains information on the personalities who constitute known or possible threat to the national security -- normally members and agents of foreign intelligence services, Communist Party, etc. A security index is one held by those organizations which have the normal function of investigating and granting clearances on individuals or organizations.
7. The word "requests" means a requirement levied on the index either by the organization internally or by other organizations for the checking of a name of a person. If these came in the form of lists, for example, ten names on a list of ten different individuals, this would be considered ten requests.
8. The average number of name searches per request is calculated by the following criteria: Two major procedures produce a factor of this type. The searcher may look for a variation in the name, for example, E. J. Jones, Ed Jones, etc.), or for the name variant in either the surname or other name elements (for example Nicholas, Nichols, Nickols, Nickles, etc.). Additionally, some organizations for a variety of reasons may make one or both of the above type multiple searches on a certain type or percentage of the requests. The average number here then is arrived at by a determination of how many different ways a request on a name may be searched in what percentage of the cases, and

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then factoring this out against the total to arrive at an average number.

9. Maintenance searches include such activities as prechecks for any reason, the filing of new cards, the refiling of cards for any reason, activity involved in correction of cards, cards being placed or removed for the purposes of opening new cases and purging operations and any other index search or look-up which is not made directly as a result of a normal request as defined under item 7.

10. This is merely a summation of the product of item 7 times 8 and item 9. This item should reflect the actual total number of searches performed by the reporting organization per day.

11. This is a percentage of those requests made, item 7, that result in no record or no identifiable information at the actual index check level of activity. It was recognized by the Team that many possible identifications made at the index level later result, after final analysis, in a no record or a no identifiable information, but it was agreed by the Team that since this figure was not readily available, the best criteria for the purposes of this report would be the no record at the index level. A minor problem here is in the case of NSA, OS, where the individual records are on magnetic tape and therefore the figure may not be quite comparable to the ones obtained from the manual system responses.

12. Item 12 is a percentage figure of item 7 (total requests per day), which represents that proportion of requests which are received from other agencies.

13. This is a percentage figure of that number of requests received from other agencies (expressed in a percentage figure as item 12) which resulted in a no record at index level with the same criteria being used as is used for item 11.

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15 January 1965

Following is a list of reports and papers in the biographic field provided to CODIB Task Team V members to date. (classification in parenthesis)

1. Name Group Tables (S)
2. Key-Name Extractions for Data Retrieval by [REDACTED] dated 10 July 1963 (U)
3. Analysis of Names, dated December 1964 (S)
4. Proposal for Biographic Information Network, dated 10 January 1962 (S)
5. Report on Biographic Subcommittee Deliberations on the DIA World-wide Biographic Plan, dated 2 October 1964. (C)
6. An Excerpt, pages 57-70 of the SCIPS Report on 1964 on Biographic Information. (S)
7. USIB-D-39.5/15, Statement of USIB Policy on Machine Language Preparation for Index and Reference Collections, dated 3 August 1962. (C)
8. The November 1964 Study Group Report on Potential Need for Automating the PRS Files of the US Secret Service. (OUO)
9. [REDACTED]
10. A Descriptive Brochure of US Army Counterintelligence Records Facility. (U)
11. Specification governing the typing and processing of personal names, 8 October 1963. (S)

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